SECTION II

Business Rules

BUSINESS RULES

1. Reporting to Support the Basic Education Program

The Education Improvement Act (EIA) of 1992 established the Tennessee Basic Education Program (BEP) as the funding formula for kindergarten through grade twelve education in Tennessee. The components of the formula are grouped into two categories for determining the state and local share of formula funding in each school system: classroom and non-classroom. EIS must provide information on many of the components that serve as the basis for calculating the level of funding for each school system by the Department of Education. The formulas and definitions are described below.

Average Daily Membership (ADM)

A student **enrolled** or **receiving instructional service** is included in an ADM calculation with the exception of the following:
- Out of state, non-resident student
- I-20 student (student from out of the country attending a Tennessee public school)
- Pre-Kindergarten

No student may earn more than 1.0 ADM. The formula for ADM is designed to handle part-time and vocational students accurately. ADM for vocational students must be calculated separately for each vocational program in which the student is enrolled. Formula used to calculate ADM is:

$$\text{ADM} = \dot{a} \left[\text{DAYS-SCHEDULED} * \text{TIME-SCHEDULED} / \text{STD-DAY} \right] / \text{REPORT-PERIOD-DAYS}$$

> *The symbol "$\dot{a}$" means sum all values for the equation between the brackets []. If the student's time scheduled and standard day never change during the report period, the formula inside the brackets needs to be calculated only once.*
>
> *Days-Scheduled is the number of days a student is enrolled with a particular Time-Scheduled during a report period. [See Note below.]*
>
> *Time-Scheduled is the lesser of (1) the total number of minutes, excluding lunch, a student is scheduled for classes for the school day or (2) the Standard-Day. [See Note below.]*
>
> *Standard-Day is the length in minutes of a standard, full-time day of instruction, excluding lunch, for all students, regardless of whether they are enrolled full-time or part-time. [See Note below.]*
>
> *Report-Period-Days is the number of days for which the report is produced. The standard report periods are eight successive 20 instructional-day periods, a ninth period, which may be 20 instructional days or less, and the full school year, which may be 180 instructional days or less.*
>
> *A full-time student is a student whose amount of time they are receiving instructional service is greater than or equal to the amount of time specified in the 'Standard-Day'.*
>
> *A part-time student is a student whose amount of time they are receiving instructional service, is less than the amount of time specified in the 'Standard-Day'.*
>
> *NOTE: For full-time students and for schools, such as elementary schools, that do not have part-time students and do not schedule students into individual classes, Time-Scheduled equals Standard-Day*

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Average Daily Attendance (ADA)

A student **enrolled** or **receiving instructional service** is included in an ADA calculation with the exception of the following:

- Out of state, non-resident student
- I-20 student (student from out of the country attending a Tennessee public school)
- Pre-Kindergarten

No student may earn more than 1.0 ADA. The ADA formula is designed to handle part-time and vocational students accurately. ADA for vocational students must be calculated separately for each vocational program in which the student is enrolled. The formula used to calculate ADA is:

$$\textbf{ADA} = \dot{\textbf{a}} \left[\textbf{DAYS-PRESENT} * \textbf{TIME-SCHEDULED} / \textbf{STD-DAY} \right] / \textbf{REPORT-PERIOD-DAYS}$$

> *Days-Present—For state reporting requirements, full-time students that are present for half of the state minimum school day of 6 1/2 hours should be counted present, regardless of the amount of time over 6 1/2 hours school may be in session. Part-time students must be present for half of the time for which they are scheduled to be counted present for the day. Kindergarten students are considered present after attending 2 hours of the instructional day.*

Average Daily Transported (ADT)

All students are included in ADT calculations with the exception of the following:

- Out of state, non-resident student
- Pre-Kindergarten

A District's ADT calculations include students transported by a school bus that is operated by a District and who meet the following criteria:

1) All students transported on specially equipped buses regardless of the number of miles transported.
2) Students in instructional grades K-12 who are transported on standard buses and who live 1½ miles or more.

No student may earn more than 1.0 ADT. ADT is calculated for the time period the student is reported as riding the bus. ADT is accumulated by bus number and is based on two types of buses: specially equipped and standard. Specially equipped buses are identified by an alpha suffix of S through Z.

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The formula used to calculate ADT is:

ADT = DAYS-PRESENT-TRANSPORTATION * (AM + PM) / REPORT PERIOD DAYS

> *Days-Present-Transportation is any student (identified as a bus rider and qualifying to receive ADT) who attends any portion of the school day.*
>
> *AM has the value .5 for a student riding a morning bus; otherwise the value is zero.*
>
> *PM has the value .5 for a student riding an afternoon bus; otherwise the value is zero.*
>
> *Report-Period-Days is the number of days for which the report is produced. The standard report is for the full school year, which may be 180 instructional days or less.*

The following business rule(s) apply to the **reporting periods** used in the ADM, ADA, and ADT formulas:

1. The reporting periods begin with the first instructional attendance day of the school calendar and may continue up to the first 180 instructional attendance days.

2. A school that is stockpiling may not report less than 167 instructional attendance days. A school that is not stockpiling may not report less than 180 instructional attendance days.

The following terms are used in the ADM, ADA, and ADT formulas:

1. The **standard day -** the length in minutes of a standard, full-time day of instruction, <u>excluding lunch</u>, for all students enrolled or receiving instructional services under this instructional service program, regardless of whether they are enrolled full-time or part-time. Note: The standard day (Student Standard Day) is used in calculations.

2. The **student day -** the length in minutes of a standard, full-time day of instruction, <u>including lunch</u>, for all students enrolled or receiving instructional services under this instructional service program, regardless of whether they are enrolled full-time or part-time. Note: The student day is used for accountability.

3. The **teacher day** - the length in minutes of a standard full-time day, including lunch, for a teacher. (Note: Currently the teacher day must be at least 7 hours and such additional time as required by the administrative organization.)

2. Class Size Reporting

The Tennessee General Assembly, believing that smaller classes increase students' chances of academic success, included class-size standards in the Education Improvement Act (EIA) of 1992 that will require lower class sizes for all grades by school year 2001-02. Beginning in that year, school systems will no longer be able to obtain waivers for schools that do not meet these requirements. The standards are presented in the following chart:

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Class-Size Limits in the Education Improvement Act

Grade Level	Average Class Size	Maximum Class Size
K-3	20	25
4-6	25	30
7-12	30	35
Vocational Education	20	25

3. District and School Calendar Reporting

The information about a district and school calendar must be sent with the details so that the calendar can be created at SDE. The Instructional Program Number for a School must be unique for the entire school year. After the calendar has been sent and approved, any changes to the events must be sent to SDE. If a school and/or district misses an instructional day, certain information must be sent to SDE.

> 200 Day Event Calendar (011) for the date missed with the reason
> 200 Day Event Calendar (011) for the date/method of make-up
> > 1) If making up by extending the school day, enter Date = Date Missed; School Day Type = Non-Instructional; Duration = 1 day; Event Type = Make-up day by Extending the School Day.
> > 2) If making up with another full day, enter Date = Date of Instruction; Day Type = Instructional; and specific Event Type.
> Instructional Program Report Period (021) must be sent by each school affected for each Report Period that must have the dates changed.
>
> School Days (022) from each school affected for the date missed and reason.
>
> School Days (022) for each day that will be made up and how it will be made up.

The Report Periods 1-8 must always be 20 days, but the ninth one can be fewer than 20 days depending on the circumstances. The school year must have 180 instructional days except for certain conditions. The only allowable exceptions for the ninth period required 20 days or year-end required 180 instructional days are listed below.

> Districts that stockpile can miss:
> > Number of days declared as Inclement Weather Days, and
> > Number of days taken as full days of Professional Development, and
> > Number of make-up days by extending the school day.
>
> Districts that do not stockpile can miss:
> > Number of make-up days by extending the school day.
>
> Schools that declare Stockpiling for Professional Development can miss:
> > Number of days taken as full days of Professional Development, and
> > Number of make-up days by extending the school day.

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4. District Approval of Reports

Data will be transmitted from the District after it has been received from the schools. Transmissions can be sent at any time from the District. When they are received at SDE, the information will be evaluated for errors or omissions. The data will then be loaded if correct and some of it loaded conditionally awaiting the corrections from the districts. Error Reports will be produced and the standard reports for each school and district will be produced with the data that can be used. A district should send corrections that will then cause a copy of the standard reports to be produced again. This will overlay the previous reports. Once a district corrects all of the errors and validates the reports, the Director will log on with security and enter approval of the reports. At that time the approved version of the reports will be held with a date and version number. If there are any errors or data loaded conditionally that has not been corrected, the Director will not be allowed to approve the reports. An error report will be provided with the outstanding errors.

The reports will be evaluated by SDE only after the reports have been approved by the Director. If it is necessary for further changes to be made, a new set of reports will be created with a new version and date. If the Director approves these reports, this version will also be held with a date and version number.

5. Primary and Service School Services for a Student

When students are assigned to a primary school, the primary school is responsible for the scheduling of classes, attendance, and all information extract types reported about that student. If the student is also provided services by another district or school, that location also will send certain extracts about the services being provided.

> Primary School should send these extracts for off-site services:
> > Class Section (030) for off-site classes
> > Class Section Schedule (031) for off-site classes that should include the amount of
> > > time for the student's schedule evaluation
> > Student Class Assignment (048) for the class
> > Student Transportation (045) with the district number that provides the bus
> > > transportation services

> Service School should send:
> > Student (040)
> > Student Enrollment (041)
> > Student Instructional Grade (043)
> > Student Classification (044)
> > Student Withdraw (050)
> > Class Section (030)
> > Class Section Schedule (031)
> > Student Class Assignment (048) for the class to be used in the class size
> > > evaluation

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6. Disciplinary Actions for a Student

Disciplinary actions taken against students must be evaluated for how the reports will be affected.

a. What are the rules for students who show a suspension for more than 10 consecutive days?

If a suspension is designated for more than 10 consecutive days, an error message will be produced for the district. The student will show in ADM, ADA, or ADT until errors are corrected.

The district is responsible for making any corrections to the student's record. The SDE will not make any corrections to the student's record.

b. What are the rules for students that have been suspended for two or more offenses that total more than 15 days during a running 20-day period?

If a student is suspended for two or more offenses that total more than15 days in a running 20-day period, an error message will be produced for the district. The student will show in ADM, ADA, or ADT until errors are corrected.

The district is responsible for making any corrections to the student's record. The SDE will not make any corrections to the student's record.

c. What are the rules for students who have more than 10 consecutive unexcused absences?

EIS will check each time that an attendance record is received to determine if a student has more than 10 consecutive absences. If there are more than 10 consecutive absences, a message will be sent to the district to analyze if a dropout should be entered for the student. Whether the absences are excused/unexcused is determined locally.

The district is responsible for making sure corrections are made at the school to the student's record and transmitted to the State. The SDE will not make any corrections to the student's record.

d. What are the rules for students with disabilities who are suspended, expelled, or remanded?

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When children with disabilities are suspended or expelled, whether or not it is a manifestation of their disability, they should be continued to be included in ADM, ADA, ADT reports, as well as the D & A reports.

According to Federal regulations, children with disabilities must be provided services according to their IEP and maintain progress in the general curriculum whether or not they have been suspended or expelled.

All children with disabilities (Special Ed options 1-10) are included.

e. What are the procedures for counting multiple events for the same disciplinary offense?

All events must be recorded and evaluated for ADM, ADA, and ADT, but only the **last** action for the event is to be reported in the Suspension/Expulsion/Remands report. This report will include the number of students for each type and will also include the number of incidents of each type. The offense date will be sent with each event related to an offense (suspension, expulsion, remands, etc.) to be used in determining if they are for the same offense.

f. What are the rules for expulsions or remands that span across school years?

Any expulsion or remands may span school years. The student's record should reflect the expulsion or remands the next year. An expulsion or remands extract should be sent with the original offense date. The student should be in net enrollment but inactive if expelled. The event should not be counted as an expulsion or remands in the Suspension, Expulsion, Remands Report the next year. The school must send the normal enrollment extracts for the student and a student disciplinary action at the beginning of the year.

7. Normal Progression and Feeder Schools

When a student changes schools through normal progression, the new school is responsible for sending an "E" enrollment code. EIS will accept an "E" enrollment code from the school, but if a second "E" is received from another school, an error message is to be sent to both schools for resolution. If errors are not corrected by the time a district tries to approve the reports for the period, approval will not be allowed. No automatic enrollment or withdrawal will be done by EIS.

8. Summer School Procedures

End of year promotions and graduation completions that occur after June 30 should be transmitted by the home school from the regular school year database. If any student had a Special Education Option during the regular school year, that option will be used for the Special Education Number of Promotions Report and Special Education Report of 12th Graders Report. The home school can produce necessary promotion, retention, and graduation reports for activity after June 30 until the start of the next school year.

Required Extract Transmission

Record ID	Extract Description
051	Student End of Service

Reports Produced by SDE

Promotion/Retention Report
Special Education Promotion/Retention Report
Report of 12th Graders
Special Education Report of 12th Graders
Roster of Graduates

9. **Elementary Students Lunch Scheduling**

Scheduling lunch is not a requirement for elementary students. If they are in a self-contained class all day, lunch time can be included in the scheduled course. The Student Standard Day must also include the lunch time so the student can have an ADM of 1.0.

10. **200 Day Accountability Reporting**

Each District must submit a 200-Day Calendar to the State Department of Education for the upcoming school year that documents the events of the 200-Day School Year. This calendar must be in compliance with TCA 49-6-3004 and is documented in the Student Membership and Attendance Accountability Procedures Manual, October 1999.

EDUCATION INFORMATION SYSTEMS
ADDITIONAL BUSINESS RULES
August 8, 2000

STUDENT SECTION

<u>STUDENT SECTION</u> – General Rules

1. Adult reporting is not a part of the EIS project. The schools still must report Adult to the State, but it is on paper, not electronic.

2. When a student drops out of school but completes a GED within the specified time, schools can transmit a GED completion. Automation of GED updates from the GED system is out of scope for Phase I of the EIS project.

3. Students will be enrolled with whatever transaction is sent by the school for the beginning of school or any time during the school year. If student shows as being enrolled in two schools at the same time or has an incorrect enrollment code of E or TR, an error message will be sent to both schools. If errors are not corrected by the time a district tries to approve the reports for the period, approval will not be allowed. The student will not be included in the reports, and a list of unresolved transactions will be produced.   No automatic enrollment or withdrawal will be done.

4. There are two options for scheduling lunch. The school can schedule lunch as a class, using the SDE course codes for lunch; this will prevent it being used to calculate the length of the student's instructional day. The second option is schedule lunch as part of a class; in this case the student management program must subtract out the lunchtime and send only instructional minutes in class. It is not necessary to schedule lunch for elementary students.

5. All students who are taking courses must have a primary school. If part-time students are taking classes, at least one school must be designated as the primary school.

    If a student is receiving on the job training, they must be enrolled in a public school and included in attendance.

    When a student attends more than one school (in district or out of district) the schedule will be defined, including student standard day, at the primary school. ADM must not exceed 1.0.

6. If students are going from a public school to a Tennessee Technology Center managed by the Tennessee Board of Regents, they must be enrolled in the primary school.   Class information must be sent for the student.   The location must be identified as off campus. Research has identified a number to be used to identify all non-public schools used for off-campus course locations. That number is 999 for the district and 0005 for the school.

7. A student may require multiple classification types and a student's classification type(s) may change during the course of the school year. A "Student Classification" record must be submitted for each classification type for which a student is assigned. If a student is removed from a classification a change to that "Student Classification" record (Student Classify End Date) must be transmitted to EIS. Valid Student Classification Types are listed in the EIS Manual, Section IV – Data Dictionary.

STUDENT SECTION – Disciplinary Action Rules

8. Suspensions should be funded for the first 10 days of an infraction. District should send appropriate corrections according to rules in The Student Membership and Attendance Accountability Procedures Manual. The Student Membership and Attendance Accountability Procedures Manual, Section C-101, paragraph 1.a and 1.c state:

   Suspension shall be defined as dismissed from attendance at school for any reason for not more than ten (10) consecutive days. The student on suspension shall be included in ADM and will continue to be counted for funding purposes. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

   Expulsion shall be defined as removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion. The school district shall not be eligible to receive funding for an expelled student.

9. A student can not be remanded to an alternative program unless there is room for enrollment. A student must be expelled or withdrawn, then remanded when he/she can be enrolled in the alternative program.

10. Any expulsion or remandment may span school years. The student's record must continue the expulsion or remandment the next year. An expulsion or remandment extract should be sent with the original offense date from the previous year. The student should be in net enrollment but inactive if expelled. The event should not be counted as an expulsion or remandment in the Suspension, Expulsion, Remandment Report the next year.

    If a student is expelled from a school in one district but enrolls in another school or district, a message will be sent to both schools so the first school can enter a withdrawal effective the date of the new enrollment. Each time a student is enrolled at SDE, the student's record will be checked for an active expulsion or remandment.

EDUCATION INFORMATION SYSTEMS
ADDITIONAL BUSINESS RULES
August 8, 2000
STUDENT SECTION – Vocational Education

11. If students are attending Tennessee Technology Centers managed by the Tennessee Board of Regents but will do not receive credit toward graduation for the course, the course should not be scheduled. If they are to receive credit toward graduation for the course, they should be scheduled for the class and use a special number assigned for the location (District = 999, School = 0005).

STUDENT SECTION – Special Education

12. Private students from D & A software will be loaded to the EIS system. All students from the D & A software will be included on the Primary and Secondary Options ADM reports, the SE Suspension, Expulsion, and Remands reports, and the Special Education Promotions and Retentions report. They will not be included in any other reports unless they are scheduled for classes.

13. For Vocational Education reports Special Education Options 7-9 are reported in the Grade "N" column and include only students whose vocational education classes are not part of their special education IEP. If the Vocational Ed course **is above** the base 23.5 Special Education contact hours, the student **is included** in the vocational reports. The student course extract, Student Class Assignment, sent from the school has a field, Vocational Outside IEP (above), to indicate this information.

CALENDAR SECTION

CALENDAR SECTION

1. Each school will send an extract for each instructional calendar used by that school. Each district will send calendar extracts to reflect calendars in all schools.

   The Calendar Number is the number the district assigns to uniquely identify the calendar within the district (e.g. 01,02), for traditional or year round. The Instructional Program Number is the number assigned to uniquely identify the instructional program within the school. The district will create all calendars that they feel are necessary for the individual school programs. A school can have multiple Instructional Programs during the year and a district must have a different 200-Day Calendar for each unique planned calendar (start/end dates, in-service dates, etc.).

   The Attendance Start date is the first day students attend school and Attendance End Date is the last day students attend school.

Those full-day professional development days where students do not attend class should be reported as non-instructional days. They will be treated the same as snow days. At the end of the school year, they will be subtracted from the count of days the same as snow days.

Christmas and Spring Break are normally multi-day events, each day of any multi-day event day must be reported separately in an extract.

STAFF SECTION

STAFF SECTION – General Business Rules

1. District-wide personnel will be uploaded to School Approval (not through EIS). They will be entered and checked for valid endorsements.

2. A current assignment is required for all school personnel transmitted for EIS. Staff members received without a current assignment will be put on error report but loaded to SDE directory.

   There will be a separate extract sent for each current assignment a staff member has at a school.

3. For university teachers or military instructors use Social Security Number or PIN as the Social Security Number (assigned with same rules as students). **For EIS do not enter all 9's or all 8's in the Social Security Number.**

STAFF SECTION – Waiver Rules

4. A waiver table will be created to contain all teacher waivers granted and approval status. This table will contain Teacher Name, Teacher Number, Teacher Social Security Number, School Name and Number, District Name and Number, Region Approval Date, Commissioner of Education Approval Date, Number of Years on Waiver, Course Code Waived and Waiver Approval Status. Waivers can be for both teachers and for administrative staff.

STAFF SECTION – Grandfather Rules

5. A table will be maintained for all valid grandfather teachers/courses at a school. The table will contain Teacher Number, Teacher Social Security Number, Teacher Name, Course Codes, Grandfathered Year, District Number, and School Number. During

endorsement checks the table will be accessed to see if the teacher has been grandfathered for the course.

SUMMER SCHOOL SECTION

<u>SUMMER SCHOOL SECTION</u>

1. Promotions from summer school must be reported with effective date. All promotions that occur in the summer after June 30 and before the new school year starts will be counted with current school year results. Completers (Report of Graduates) will be for a specific completion date.

   Promotions or graduations must be reported from student's home school and will be included in the Report of Graduates and Promotion and Retention reports (regular and Special Education versions of reports).

2. D & A will not produce student records for summer school. Special Education Options effective at the end of the current school year will be used for summer school Special Education students.